



**CIVIL AIR PATROL**  
**United States Air Force Auxiliary**  
**Headquarters Group VII, Ohio Wing**  
**P.O. Box 1334, Fairborn, OH 45324**




1 May 2003

**MEMORANDUM FOR ALL GROUP VII PERSONNEL**

**FROM: CC**

**SUBJECT: Group Staff Appointments and Additional Duty Assignments (CC-013)**

1. For the group to provide quality support to the units and wing, it takes dedicated members to fill group staff positions. There are usually always positions needed to be filled on the group staff. Most do not require actual transfer to group and members may volunteer to fill positions on an additional duty assignment (ADY) basis.
2. All appointments to group staff will be on the CAP Form 2a and approved by the Group Commander. Group staff members may appoint assistants and fill subordinate positions with the approval of the Group Deputy Commander. For permanent assignment to Group VII, a separate CAP Form 2a transferring the member to group will be required.
3. Additional duty assignments are done on the CAP Form 2a. However, there is no transfer of the member to group and the member remains with his or her home unit. Phase III and IV cadets may hold cadet assistant positions on group staff with the approval of his or her unit commander. The statement "Member is assigned as an additional duty assignment and will not be transferred to Group VII" will be placed in the remarks block of the CAP Form 2a.
4. Originals of the CAP Form 2a will be filed in the member's personnel records. Copies will be made for the group and provided to the home unit if an ADY assignment.
5. All group staff members will report to the group deputy commander, with the exception of the safety officer and inspector general, who report directly to the group commander.
6. This supersedes policy letter CC-013, Nov 00, same subject.

  
**MICHAEL K. HOOD, Lt Col, CAP**  
**Commander**